

TO: Personnel Committee Members

THRU: G. Robert Lee, County Administrator

FROM: Francine Bouldin, Human Resources Director

SUBJECT: Personnel Committee Minutes – Meeting of September 15, 2003

DATE: September 18, 2003

Meeting commenced at 12:30 p.m.

Attendees: Larry Weeks, Harry Atherton, Bob Lee, Randy Wheeler, Jan Selbo, Helen Zaleski, Rick Carr, Francine Bouldin.

The meeting agenda was approved.

Minutes of the August 18, 2003 meeting were approved.

Request to Change a Full-time Senior Eligibility Worker Position to Part-time Senior Eligibility Worker and Part-time Aide

Jan Selbo addressed the Committee indicating that while the workload of the Eligibility Determination staff of the Adult Services team of DSS is stable, the Adult Services workload continues to increase. With the retirement of a long term employee, there exists an opportunity to split a position into a part-time Senior Eligibility Worker and a part-time Aide position to assist with workload demands.

Action: The Personnel Committee endorsed this request. The item will be forwarded to the Finance Committee.

Request to Establish a Part-time Permanent Social Worker Position

Mrs. Selbo continued to address the Committee relaying that for the past five years DSS has utilized the services of a part-time temporary employee for on-call child and adult protective

services. The position has also been utilized when turn-over or extraordinary surges in referrals have increased workload. DSS's demands of this position have increased to the point of necessitating part-time permanent status.

Action: The Personnel Committee endorsed the request to establish a part-time permanent Social Worker position. This item will proceed to the Finance Committee.

Request to Establish an Additional Accounting Clerk Position

Representing the Clerk's Office, Helen Zaleski conveyed a request for an additional full-time position to record deeds, collect taxes and fees, and scan land records for retrieval in the Records Management System. Ms. Zaleski indicated that through August of this year, 19,412 documents have been recorded in the deed books, compared with 14,247 for the same period last year—an increase of 36%. Ms. Zaleski further indicated that the Clerk's Office was increasingly falling behind in recording the documents received by mail and remains behind in completing the processing of these documents for public use. The requested position would be funded through excess fees created by the increased volume of documents.

Action: The Personnel Committee endorsed the request to establish an additional Accounting Clerk position. This item will proceed to the Finance Committee.

Request to Create a Career Ladder for the Planning Division of the Department of Community Development

Rick Carr presented the request to create a career ladder for the Planning Division of the Department of Community Development. Mr. Carr shared that the request was being made to provide career opportunities within Community Development to help with retention of trained and experienced staff. The Department requested authorization to promote individuals through the levels of Planning Associate, Planner, Planner II and Senior Planner as identified criteria are met.

Action: The Personnel Committee endorsed the request to create a career ladder for the Planning Division of the Department of Community Development. This item will proceed to the agenda of the October 20, 2003 Board of Supervisors Meeting.

Adjournment